

## Information sheet for employees on the effects of unpaid leave and special leave

### Unpaid leave of absence (up to 14 days)

### Special leave (over 14 days)

#### Effects on the period of employment

Up to 14 days is generally a leave of absence. It does not affect the period of employment.

Periods of special leave are not counted.

**Exception:** If the employer has recognized an official/company interest in writing before the start of the special leave, the period of special leave does not affect the period of employment.

#### Effects on the step duration

Time off work has no effect on the step duration.

**Exception:** In the event of several interruptions (time off work and special leave) within one calendar year, the following rules apply.

Special leave of up to 29 days does not affect the step duration. Only interruptions of 30 days (one month) or more do not count towards the step duration.

**Exception:** Several interruptions of less than 30 days each are added together in the calendar year (e.g. flexi-leave, time off work in accordance with Section 29 TV-L). As soon as the sum of the interruptions exceeds a total of 29 days, the interruption time exceeding 29 days is no longer counted towards the step duration from the 30th day.

Special leave in the month of February (28 days) is not counted towards the step duration

#### Effects on vacation time

Time off work has no effect on the duration of vacation.

Regulation as above.

**Exception:** If the employment relationship is suspended for a full calendar month, the duration of the leave, including any additional leave, is reduced by 1/12.

#### Effects on salary payment

**Time off work:** Pay is withheld in the month in which the time off work occurs.

**Flexi-leave:** Pay is only withheld in the month in which the special annual payment is made (November).

**Exception:** Flexi-leave in December results in the remuneration in December being offset against the time off work, as the special annual payment was already made in November.

Regulation as above.

#### Effects on the anniversary bonus

The payment of an anniversary bonus is dependent on the period of employment, therefore periods of leave of absence have no effect on the payment of the anniversary bonus.

This is a special leave, which affects the period of employment. The payment of the anniversary bonus is therefore postponed by the period of special leave.

**Unpaid leave of absence  
(up to 14 days)**

**Special leave  
(over 14 days)**

**Effects on child-related grandfathering allowances**

The leave of absence does not lead to the discontinuation of the payment of child-related vested benefits. These will continue to be paid once the employee resumes work.

In the event of a special leave of less than one month, the child-related vested rights bonus will be paid again once the employee resumes work. An interruption of one month or more leads to the permanent discontinuation of payment of the child-related vested rights bonus.

**Exceptions:** If the employer has recognized an official/company interest in writing before the start of the special leave or has granted special leave for family reasons, this does not lead to the discontinuation of the payment of the child-related entitlement bonus. However, the entitlement to the child-related entitlement bonus must still exist in principle and there must have been an uninterrupted entitlement to child benefit during the special leave. After resuming work, the child-related grandfathering allowance will be paid again.

**Effects on secondary employment**

The collective agreement regulations on secondary employment also continue to apply during a leave of absence or special leave (less than one month) (Section 3 (4) TV-L and Section 3 (3) TVöD).

Regulation as above.

**Effects under social security law**

A leave of absence/flexi leave or special leave (less than one month) does not generally affect the obligation to take out statutory social insurance.

Regulation as above.

However, periods of special leave of more than one month affect the insurance history in statutory social insurance due to the lack of remuneration payments. The obligation to insure and contribute to statutory insurance ends at the beginning of the special leave.

Please contact the statutory social insurance institutions regarding insurance to ensure that you are covered.

**Effects on the supplementary pension with the VBL**

Compulsory insurance with the VBL remains in place during this period.

Compulsory insurance with the VBL remains in force during the period of special leave. As no supplementary pensionable pay is paid during special leave, no contributions are payable to the VBL. The number of individual pension points with the VBL does not increase further during the special leave and remains the same when the insured event occurs (retirement).